

ANNEXURE 4

COVID-19-READY WORKPLACE PLAN

Purpose

1. The plan has been developed in order to facilitate the proper and effective application of the Occupational Health and Safety Act, the COVID-19 Direction on Health and Safety in the Workplace, issued by the Minister of Employment and Labour in terms of regulation 10(8) of the National Disaster Regulations and the regulations issued in terms of s27(2) of the Disaster Management Act.

Date of opening and hours of trading

2. Despite some employees working from home during the lockdown period of 12 March to 30 April 2020 (or, alternatively, no employees working from home during such period), all workplaces will re-open on and the trading hours will be from to

Phased return of employees

3. A phased approach will be adopted where employees are to return to work. This approach is adopted to ensure that the employer's obligations in securing a safe and healthy working environment are achieved. This phased return shall last up to weeks and shall gradually reintroduce employees to the employer's workplace(s).
4. Employees will be reintroduced in the workplace in phases, as follows: [This should be done in respect of each workplace]
 - 4.1 in 'phase 1'% of employees shall return to the workplace;
 - 4.2 in 'phase 2'% of employees shall return to the workplace;
 - 4.3 in 'phase 3'% of employees shall return to the workplace; and
 - 4.4 lastly, employees with underlying medical conditions shall return to their respective workplaces.
5. Employees who are reintroduced to the workplace in 'phase 1' shall return on and shall abide by all instructions and recommendations as provided in the employer's Covid-19 return to work policy, as well as those set out herein.
6. Employees who are reintroduced to the workplace in 'phase 2' shall return shall return on and shall in the interim period, being from

....., make all necessary attempts to conduct their work from home at the highest standards as required by the employer.

7. Employees who are reintroduced to the workplace in 'phase 3' shall return shall return on and shall in the interim period, being, make all necessary attempts to conduct their work from home at the highest standards as required by the employer.
8. Employees who disclosed any underlying medical condition in the submission of their health disclosure, shall return to work after the completion of phase 3 and shall be reintroduced into the workplace from the week of, These employees shall, in the interim period, being from, make all necessary attempts to execute their work from home at the standard and diligence required by the employer.
9. Annexure 1 attached hereto is to be used to categorise employees into the various phases and allow for the reintroduction of employees within the workplace(s).

Steps to taken to ensure a COVID-19-ready workplace

10. As provided for in the employer's return to work policy, the employer will take all reasonable steps to ensure compliance with its statutory health and safety obligations to combat COVID-19.
11. The compliance officer or duly appointed representative(s), of each respective workplace shall appoint one employee of such workplace to ensure that a daily risk and hazard assessment is executed.
12. The appointed representative shall provide a copy of all documented information on a weekly basis to the compliance officer, before close of business on a Friday.
13. The employer undertakes to execute an appropriate risk analysis at the workplace before any work is resumed, and this will include the following:
 - 13.1 all employees will, prior to commencing work after the lockdown has been lifted, complete a(n) employee/visitor travel history and health disclosure document and such documents shall be kept on file;
 - 13.2 employees must ensure that all equipment, stationery and tools are thoroughly cleaned and disinfected after use;
 - 13.3 the employer will, as far as possible, minimise the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing;
 - 13.4 all work surfaces and equipment will be disinfected before work begins;

- 13.5 the compliance officer or duly appointed representative(s) of the workplace shall appoint an employee who will be responsible for:
 - 13.5.1 ensuring adequate hygienic products such as soap and hand sanitiser in the workplace;
 - 13.5.2 ensuring that all door handles are sanitised every hour; and
 - 13.5.3 provide employees with hand sanitiser and two cloth masks.

List of employees

14. The employer has, as required, compiled a list of employees depicting who can work from home, who are over the age of 60 and who have comorbidities.
15. Annexure 2, attached hereto, contains the above information.

Health and safety arrangements for employees at the workplace

16. The employer has identified the required sanitary and social distancing measures and facilities at the entrance(s) and exit(s) of the workplace.
17. Employees are required to practice social distancing of at least one-and-a-half metres from any other person.
18. Employees and visitors (including suppliers and customers) are required to sanitise their hands upon arrival and departure from the employer.
19. In respect of screening, the following shall apply:
 - 19.1 the employer may, at its sole discretion, screen any employee and/or visitor reporting/arriving at the workplace, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing);
 - 19.2 the employer may require every worker and/or visitor to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness;
20. In respect of an attendance record-system, the following shall apply:
 - 20.1 an attendance register is attached hereto and marked Annexure 3;
 - 20.2 the designated representative(s), as appointed by the compliance officer of the respective workplace(s) shall ensure that a register of attendance is kept of all visitors to the respective workplace(s);
 - 20.3 the designated representative(s) shall subject all visitors to screening and require same to complete the following:
 - 20.3.1 the attendance register; and

20.3.2 the employee/visitor travel history report.

21. In respect of the employees' various work areas, the following shall apply:

21.1 where employees' working spaces are less than one-and-a-half metres apart, effective measures shall be implemented to ensure that all employees keep that distance from one another; and

21.2 where the above is not reasonably practicable, a physical barrier must be placed between employees to prevent the possible transmission of the virus.

22. In respect of the required employee rotation, the following shall apply:

22.1 the employer may, as far as reasonably practicable, minimise the number of workers at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing; and

22.2 the employer shall ensure effective staff rotation arrangements through the attached Annexure 1, alternatively, ensure such required rotation in the execution of its duties to create a safe and healthy working environment for its employees (and all other stakeholders).

Arrangements for visitors

23. No physical contact is allowed between employees or between employees and visitors (inclusive of clients, suppliers, etc).

24. Visitors should sanitise their hands upon entering the employer's workplace with alcohol-based hand sanitiser (with an alcohol content of at least 70%).

25. Visitors must wear face masks or other facial protective equipment when entering the premises and are not allowed to take it off whilst on the premises.

26. Visitors must practice social distancing of at least one-and-a-half metres away from any employee or other visitors in all circumstances.

27. Any visitor to the workplace must complete the attached travel history report that will be kept on record for a period of 12 months.

28. Visitors shall be screened for any symptoms associated with COVID-19 and will not be permitted in the workplace if any such symptoms are displayed.

29. Visitors will also be required to indicate whether or not they are suffering from the following additional symptoms, namely, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness and, if this is the case, will not be permitted in the workplace.

Annexure 1: Structured phasing plan

Applicable workplace:				
Number of employees at workplace:				
Calculated one-third of the number of employees in the workplace:				
Date	Name and surname of employee	Phase	Return to work	
			Yes	No

